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Agency Secretary

# Air Resources Board

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Arnold Schwarzenegger  
Governor

## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: July 30, 2004

SUBJECT: SAFETY MEETING IDEAS -- AUGUST 2004

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Suggested issues to discuss during your next meeting are:

### 1. Ergonomic Assistance

The Occupational Safety & Health Administration has developed an e-Tool to help users to find solutions to ergonomic issues. The e-Tool illustrates simple, inexpensive principles that will help you create a safe and comfortable computer workstation. It can be found at:

<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>

### 2. Employee Refrigerators

Having a refrigerator in the workplace to keep lunches from home cold is a nice comfort. Refrigerators in the workplace are purchased by staff pulling their resources together and then share in its use. The one thing that sometimes gets overlooked is the care and cleaning of these refrigerators. *It is the responsibility of the users to share in this responsibility.* Some groups have placed a weekly schedule on their refrigerator to organize the cleaning of it and that process has been successful. Some refrigerators in ARB workplaces have not been cleaned in some time. One severely neglected refrigerator had to be removed from the workplace and there is no plan to replace it. Please maintain and clean employee-owned refrigerators on a regular basis.

### 3. Avoid Slips and Falls

According to the State Compensation Insurance Fund, slips and falls are a leading cause of workplace injuries. What do experts recommend as the single most important step to take in preventing slips and falls? Simple...keep floors clean, dry,

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California Environmental Protection Agency

and free of obstruction. When it comes to safeguards against slips and falls, nothing is more important than good housekeeping.

When you walk through a work area, look for spills, grease spots or dust. Water spilled by drinking fountains or tracked in on wet days can create a major hazard. Look around and be aware of wet areas or objects on the floor. Then take the time to do something about it. Request janitorial service, clean up the hazard yourself or place cones or hazard signs nearby, warning of the danger. People can walk on extremely slippery surfaces by modifying their speed and stride, provided they know about the dangerous condition. It's the lack of warning that can cause problems. An unexpected shift from a smooth to a slick surface heightens the likelihood of a slip or fall.

Look for signs of flooring change. Changes in lighting and floor color can conceal a change in friction or angle between adjacent surfaces. Wherever possible, waxes and polishes should cover an entire area, extending to natural breaks in flooring. Choose footwear according to floor surface.

Consider slips and falls when you're doing a job. Some tasks, such as pushing loads, may require special attention to slip-resistant floor surfaces or carefully selected sole material and treads. For some jobs, better lighting or a stable brace is helpful. Carefully placed and mounted hand rails, poles or hip bars may help operators brace themselves. This reduces reliance on foot/floor friction, which thereby reduces the potential for slipping.

Slips can occur because of how you walk on a surface. Some simple things you can do to minimize your chance of slipping and falling would be to wear appropriate footwear; watch where you're going; take slow, short steps where slip potential is high; and use hand holds where possible.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year. Safety Meeting Ideas are also available on the safety web site at <http://inside.arb.ca.gov/as/safety/mtginfo.htm>.

If you have any questions, I can be reached at (916) 323-1158 or [cfrancis@arb.ca.gov](mailto:cfrancis@arb.ca.gov)

Attachment

cc: Administrative Liaisons